



NEIL C. BABB P.E., P.S.
Madison County Engineer

Current 1997

TO: Surveyors, Attorneys, Realtors, And Affected Public Officials

SUBJECT: Surveying And Plat Requirements For Madison County-Effective 1 January 19
1981

In order to continue to upgrade County Tax Maps and maintain accurate records of new surveys, re-surveys, lot splits, other divisions of land, vacating of streets and alleys, and any other transactions affecting changes to property lines as shown on the Madison County Tax Maps, the Madison County Engineer has prepared the attached requirements for surveys and plats for Madison County.

A survey drawing will be required when any property line is changed or re-surveyed, when any parcel is proposed to be annexed to a municipality, or when a street or alley is proposed to be vacated.

These standards also apply to the procedure for Minor Subdivision approval (Article IV) contained in the Subdivision Regulations as adopted by the Madison County Commissioners and the Regional Planning Commission, effective 6 March, 1981. Major Subdivision requirements shall be those as contained in the Subdivision Regulations, Article III. Copies of the Subdivision Regulations may be obtained from the Subdivision Review Board. Somerford Township has adopted its own Zoning and Subdivision Regulations and should be contacted for further details.

Approval by any Planning Commission, Zoning Board, or City Planning Commission, should be obtained before the plat and deed are submitted to the Madison County Engineers Office for approval.

Whenever a new split, or transfer, of an existing parcel of land will require the installation of a new driveway, a permit shall be obtained from the Madison County Engineer.

Any deed of record, or new deed description with plat, submitted to the Engineer's Office may be picked up TWO days later.

MADISON COUNTY LAND TRANSFERS - Effective 14 January 1974

A. Existing tracts of record will be checked for the following:

1. Acreage of tract by legal description agrees with acreage carried in Madison County Auditor's Tax Office (If there is a discrepancy - Tax Books will be altered to agree with legal description).
2. Legal description can define property location exactly.
3. Property scales accurately onto tax map.

825 US Rte 42 NE

~~222 Garfield Ave.~~ London, Ohio 43140 (614-852-9404)

Surveying and Plat Requirements for Madison County shall be the Minimum Standards for Boundary Surveys in the State of Ohio * Ohio Revised Code Section 4733-37.

Additional requirements and information, or more Restrictive Standards for Madison County will be noted by THIS TYPE OF PRINTING, and follow the appropriate section.

4733-37 MINIMUM STANDARDS FOR BOUNDARY SURVEYS IN THE STATE OF OHIO.

4733-37-01 PREAMBLE.

These Standards are intended to be the basis for all Surveys relating to the establishment or retracement of property boundaries in the State of Ohio. Abridgements of one or more provisions herein shall be clearly indicated on plats and/or legal descriptions and reports. Where local or other prescribed regulations exist which are more restrictive than these Standards, the Survey shall conform to all local and State regulatory Standards. When a client desires only a portion of his property surveyed, and this portion can be clearly isolated from the remainder of the property without affecting the interests of adjoining owners, these standards shall apply to the survey of only the desired portion.

4733-37-02 RESEARCH AND INVESTIGATION.

(A) When the deed description of the subject property and the deed descriptions of adjoining properties do not resolve the unique locations of the corners and lines of the property being surveyed, the surveyor shall consult other sources of information in order to assemble the best possible set of written evidence of every corner and line of the property being surveyed. These sources include, but are not limited to: records of previous surveys, deed descriptions of adjacent properties, records of adjacent highways, railroads and public utility lines: also include subdivision plats, tax maps, topographic maps, aerial photographs, and other sources as may be appropriate.

(B) After all necessary written documents have been analyzed, the survey shall be based on a field investigation of the property. The survey shall: make a thorough search for physical monuments, analyze evidence of occupation and confer with the owner(s) of the property being surveyed. In addition, the surveyor shall, when necessary: Confer with the owner(s) of the adjoining property and take statements.

4733-37-03 MONUMENTATION.

(A) When necessary in accordance with the accepted surveying practice and legal requirements the surveyor shall set boundary monuments so that, upon completion of the survey, each corner of the property and each referenced control station will be physically monumented.

(B) When it is impossible or impracticable to set a boundary monument on a corner, the Surveyor shall set a reference monument, similar in character to the boundary monument and preferably along one of the property lines which intersect at that corner. When such a reference monument is used, it shall be clearly identified as a reference monument on the plat of the property and in any new deed description which may be written for the property.

(C) Every boundary monument and/or reference monument set by the surveyor shall, when practicable:

- (1) Be composed of a durable material.
- (2) Have a minimum length of thirty inches.
- (3) Have a minimum cross-section area of material of 0.2 square inches. ** MONUMENTS SHALL BE A SOLID IRON PIN OR IRON PIPE MONUMENT, THREE QUARTER(3/4) INCH IN DIAMETER MINIMUM. OR 5/8" SOLID IRON PIN.
- (4) Be identified with a durable marker bearing the surveyor's Ohio Registration Number and/or Name or Company Name.
- (5) Be detectable with conventional instruments for finding ferrous or magnetic objects.

(D) When a case arises, due to physical obstructions such as pavements, large rocks, large roots, utility cables, etc., so that neither a boundary monument or a reference monument can be conveniently or practicably set in accordance with paragraph (C) of this rule, then alternative monumentation, which is essentially as durable and identifiable (E.G., chiselled "X" in concrete, drill hole, etc.) shall be established for the particular situation.

4733-37-04 MEASUREMENT SPECIFICATIONS.

All measurements shall be made in accord with the following specifications:

(A) The surveyor shall keep his equipment in such repair and adjustment as to conform to the requirements stipulated by the Director of Agriculture in Sections 1327.46 to 1327.99, of the Revised Code. The specifications, tolerances and regulations published in the "National Bureau of Standards Handbook 44" shall be the specifications, tolerances, regulations for commercial weighing and measuring devices of the State.

(B) Every measurement of distance shall be made either directly or indirectly in such a manner that the linear error in the distance between any two points (not necessarily adjacent points) shall not exceed the reported distance divided by five thousand (allowable linear error = reported distance divided by five thousand) and every angular measurement shall be made in such a manner that the allowable (directional) error, in radians, shall not exceed the allowable linear error divided by the reported distance (allowable (directional) error = allowable linear error divided by reported distance). When the reported distance is less than one hundred feet, the linear error shall not exceed 0.02 feet. The reported distance is the distance established by the survey.

(C) In all new deed descriptions and plats of survey, the lengths and directions of the lines shall be specified so that the mathematical error in closure of the property boundary does not exceed 0.02 feet in latitudes and 0.02 feet in departure.

4733-37-05 PLAT OF SURVEY.

(A) The Surveyor shall prepare a scale drawing of every survey in which he retraces previously established property lines or establishes new boundaries. ***THE PLAT SHALL BE LEGIBLY DRAWN IN WATERPROOF INK ON TRACING CLOTH, LINEN, OR MYLAR OR OTHER REPRODUCIBLE MATERIAL OF EQUAL PERMANANCE. THE PLAT SHALL BE DRAWN AT ANY SUITABLE ENGINEERING SCALE. SHEETS TO BE 12"X18", 18" X 24" OR 24"X 36" IN SIZE. IF MORE THAN ONE (1) SHEET IS NEEDED, EACH SHEET SHALL BE NUMBERED AND THE RELATION OF ONE SHEET TO ANOTHER CLEARLY SHOWN. Sub-division mylars shall be 24"x36"

(B) A copy of this drawing shall be given to the client. When required, another copy shall be filed with the proper agency. *** A mylar SHALL BE RETAINED BY THE TAX MAP DEPARTMENT, LOCATED IN THE MADISON COUNTY ENGINEER'S OFFICE. A COPY OF THE DESCRIPTION SHALL ACCOMPANY THE PLAT. IF THE SURVEY IS SUBJECT TO THE MINOR SUBDIVISION REGULATIONS, ONE (1) COPY OF THE PLAT SHALL BE FILED WITH THE REGIONAL PLANNING COMMISSION AND ONE (1) COPY TO THE MADISON COUNTY COMMISSIONERS. (A reproducible mylar copy of the original is permissible for filing at the County Engineer's Office)

(C) The Surveyor shall include the following details:

- (1) A title such that the general location of the Survey can be identified, ***AND SHALL INCLUDE LOCATION BY V.M.S.NO., TOWNSHIP, ROAD NAME, ETC.
- (2) A North Arrow with a clear statement as to the basis of the reference direction used.
- (3) The control station(s) or line cited in the deed description and the relationship of the property to this control.
- (4) A notation at each corner of the property stating that the boundary monument specified in the deed description was found, or that a boundary monument was set. In addition, there shall be a statement describing the material, size, position and condition of every monument found and/or set.
- (5) A general notation describing the evidence of occupation that may be found along every boundary line and/or occupation line.
- (6) The length and direction of each line as specified in the deed description of the property or as determined in the actual survey if this differs from what is stated in the deed description by more than the tolerance specified in Paragraph (B) of Rule 4733-37-04 of the Administrative Code.
- (7) A citation of pertinent documents and sources of data used as a basis for carrying out the work. **A DEED REFERENCE SHALL APPEAR ON THE DRAWING NOTING THE CURRENT OWNER, DEED BOOK, PAGE NUMBER, AND TRACT OR PARCEL NO. ALSO, THE NAMES OF RECORD OF ALL ABUTTING TRACTS WITH THEIR DEED BOOK AND PAGE REFERENCE AND PLAT BOOK REFERENCE OF ALL ABUTTING PLATS.

- (8) The written and graphical scale of the drawing.
- (9) The date of the survey.
- (10) The surveyor's printed name and Ohio Registration Number, Signature and Seal (in a form which may clearly reproduce on any copies which may be made of the original drawing).

**CERTIFICATION BY A REGISTERED SURVEYOR TO THE EFFECT THAT THE PLAT REPRESENTS A SURVEY MADE BY HIM AND THAT THE MONUMENTS SHOWN THEREON EXIST AS LOCATED AND THAT ALL DIMENSIONAL DETAILS ARE CORRECT.

- ** (11) EXACT LOCATIONS, RIGHT-OF-WAY, AND NAMES OF ALL STREETS WITHIN AND ADJOINING THE PLAT, AND BUILDING SETBACK LINES.
- (12) ALL EASEMENTS AND RIGHT-OF-WAY PROVIDED FOR PUBLIC SERVICE OR UTILITIES AND SHALL BE DESCRIBED AS SANITARY SEWER, STORM DRAINAGE, ETC.
- (13) IN THE EXTREME LOWER RIGHT HAND CORNER A ONE HALF (1/2) BY TWO(2) INCH BLOCK SHALL BE PROVIDED FOR INDEXING PURPOSES.
- (14) ALL POLITICAL BOUNDARY LINES AND V.M.S. LINES SHALL BE SHOWN INCLUDING CITY, TOWNSHIP, AND COUNTY LINES WHERE PERTINENT.
- (15) IF A TOWNSHIP OR COUNTY LINE STONE IS LOCATED WITHIN 1/2 MILE OF THE PARCEL AND SAID LINE DIVIDES THE PARCEL, THE STONE SHALL BE ACCURATELY LOCATED AND REFERENCED ON THE DRAWING.
- (16) THE TOTAL ACREAGE OF THE PARCEL SHALL BE NOTED ON THE DRAWING AS WELL AS THE ACREAGE OF ANY INTERNAL DIVISION OF THE PARCEL INTO TRACTS OR POLITICAL SUBDIVISIONS.
- (17) THE SURVEYOR SHOULD ALSO SHOW ANY OTHER LINES, NOTES, DATA, OR SIGNIFICANT TOPOGRAPHIC FEATURES SUCH AS, STREAMS, LAKES, OR BUILDINGS, WHICH IN HIS PROFESSIONAL OPINION, CLARIFY THE DRAWING OR SUBSTANTIATE THE REASON FOR PLACING NEW DIVISION LINES AS SHOWN.
- (18) A COPY OF THE ZONING CERTIFICATE FROM THE CITY, COUNTY, OR TOWNSHIP ZONING INSPECTOR SHALL BE REQUIRED INDICATING EXISTING ZONING OR THAT A ZONING CHANGE HAS BEEN APPROVED AND IS IN EFFECT.

4733-37-06 DESCRIPTIONS.

(A) When a Surveyor is called upon to prepare a new description, either to replace an existing description which is inadequate or to create a new piece of property, said description shall include the following items:

- (1) Sufficient caption so that the property can be adequately identified.
- (2) A relationship between the property in question and clearly defined control station(s).
- (3) The basis of the bearings.
- (4) A citation to the public record of the appropriate prior deed(s).
- (5) The Surveyor's name, OHIO Registration Number and Date of Writing and/or Survey.

(B) A metes and bounds description shall include, in addition to Paragraph (A) of this rule:

- (1) A description of the boundary monument used as the initial point of the description.
- (2) A series of calls for successive lines bounding the parcel, each of which specifies:
 - (a) The intent in regards to adjoiners or other existing features.
 - (b) The direction of the line relative to the direction of the basis of bearing.
 - (c) The length of the line.
 - (d) A description of the boundary monument (or reference monument) and whether found or set to identify the end of the particular line.
 - (e) Sufficient mathematical data shall be given for each curved line so that the curve can be reproduced without ambiguity.
 - (f) The reported boundary data shall meet the closure requirements of paragraph (C) of Rule 4733-37-04 the Administrative Code.
- (3) The area of the parcel.

(C) Descriptions other than the metes and bounds form shall include sufficient and adequate legal and technical wording so that the property can be definitely located and defined.

(D) A statement shall appear indicating that either: The description was made in accordance with a recent survey and the date thereof, or the description was made based on a previous survey, of a certain date, and date of description, or the description was not based on a survey.

(E) When the Surveyor knows a new description is to be used for a fee transfer, the Surveyor shall base the description on a current or updated survey of the property.

4733-37-07 SUBDIVISION PLATS.

When a Subdivision is created from a piece of property, or several adjoining pieces, the Surveyor shall prepare a scale drawing showing all of the details specified in Rule 4733-37-05 of the Administrative Code. In addition, the drawing will show all of the details of each new lot, street, easement, etc., including the length and direction of each new line. Sufficient mathematical data shall be given for each curved line so that the curve can be reproduced without ambiguity.